

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004800010008-3

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JWC
HBF's comment
strengthens my
original opinion —
which is to leave
as is —

13
3 MAY 1972

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Director of Personnel Rm 5E56, Hqs	5 MAY 1972	9 MAY 1972	VJB	
2	Assistant Deputy Director for Support Rm 7D18, Hqs				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: To 1 - Harry - JWC would like your views. I told him that, while these cases are frequently an interruption in my day's work, they are not too numerous, and I feel that they keep me (us) alert to kinds/numbers of problems. <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> Robert S. Wattles Atts <i>See my memo 1/78</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Assistant Deputy Director for Support, 7D18, Hqs				5 MAY 1972	
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SSA-DDS

EXTENSION

NO.

DATE

28 Apr 72

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADD S

POW

2.

1/2 2/Pers

MAY 1972

1/1/72

3.

DDS

4.

5.

SSA-DDS

6.

7.

8.

9.

10.

11.

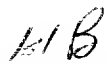
12.

13.

14.

15.

Five
 2 1/2 to 1
 DDS has right to
 delegate to single
 senior officers - it is his
 choice whether to do so.
 There are so few I would
 think ADDS could handle
 with SSA/DDS acting in
 his absence. I have no
 strong feeling on subject.

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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	Director of Personnel Rm 5E56, Hqs				
2	Assistant Deputy Director for Support Rm 7D18, Hqs				
3					
4					
5					
6					
	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE
Remarks: To 1 - Harry - <p style="margin-left: 40px;">JWC would like your views. I told him that, while these cases are frequently an interruption in my day's work, they are not too numerous, and I feel that they keep me (us) alert to kinds/numbers of problems.</p> <div style="text-align: right; margin-right: 100px;">  Robert S. Wattles </div> <p>Atts</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Assistant Deputy Director for Support 7D18, Hqs					5 MAY 1972
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO.
1-67

237

Use previous editions

(40)

ADD/S:RSW/ms (4 May 72)

Distribution:

Orig RS - Adse, w/O of Atts

1 - DD/S "Dottie Hold", w/cy of Atts ✓

1 - RSW Chrono

RSW -

1. Does SSA have delegation
from DDP?

2. Would like to have
HBF views.



2 MAY 1972

THESE ARE USUALLY
HAND-CARRIES AND AS
SUCH USUALLY AN
INTERUPTION — EVEN SO
/ DON'T FIND IT OVERLY
BURDENSOME. BY HAVING
THEM COME TO ONE OF
US WE CAN ALERT
TO THE FINDS/NUMBERS
OF PROBLEMS —

13

~~SECRET~~

28 April 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Request for Delegation of Authority

25X1
REFERENCE:



1. Paragraph 3 of this memorandum contains a recommendation for your action.

2. Reference (attached) requires the approval of the Deputy Director concerned, or a designated single senior officer, for a return short of tour abroad. In almost every case the need for return arises suddenly and priority action is required by headquarters. Virtually all of the cases have involved Communications Careerists within the Support Directorate since other Support Careerists while abroad are under the command jurisdiction of one of the other Deputy Directors and the other Deputy involved, or his designee, acts as approving officer. By custom this Staff has reviewed Commo cases before action is taken by you or the ADD/S. Prior to our review all interested offices have coordinated and the Director of Personnel has concurred. To eliminate non-essential paper flow to your office, I suggest it is appropriate to delegate this authority to the SSA-DD/S.


3. Recommend you sign the attached delegation of authority which would be restricted to the SSA-DD/S, or in his absence, to the Acting SSA-DD/S.



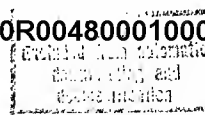
25X1

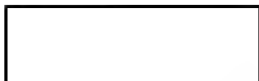
Special Support Assistant/DDS

Atts

- 25X1
a. Copy 
b. Delegation of Authority

~~SECRET~~





PERSONNEL

d. SERVICE ABROAD AGREEMENT

- (1) Each time an employee is assigned to a post abroad, he will execute a Service Abroad Agreement, Form 3154 (attachment 2). The agreement will be completed before the employee begins travel to the post of assignment abroad, and it will be forwarded to the Office of Personnel, normally with the travel order, for retention. The agreement will designate the employee's post of assignment abroad, his Permanent Place of Residence (as defined [redacted] and his home leave point (see [redacted] [redacted] and will record the employee's agreement to serve a specified period of time abroad.
- (2) When an employee is returning to a new permanent assignment abroad following home leave, he will execute a Service Abroad Agreement if he will otherwise be at headquarters, but he will not be required to come to headquarters only to execute the agreement. In instances where the employee will not be at headquarters, the Operating Official will state in a dispatch the length of the approved standard or non-standard tour to be served by the employee upon his return to duty abroad. The dispatch will request the employee to certify his understanding of his new tour of duty abroad and to affirm or request a change in his Permanent Place of Residence and home leave point. Upon receipt of the employee's reply, approval of the requested Permanent Place of Residence and home leave point will be processed in accordance with the provisions of [redacted] [redacted] and the employee will be notified of the decision when a change is involved.
- (3) Transfer during a tour of duty from one post abroad to another post abroad does not require completion of a new Service Abroad Agreement, but the employee will be required to remain abroad until his continuous service at both posts equals the tour of duty prevailing at the new post, unless an exception is made in accordance with the provisions of subparagraph b(2) above.

e. RETURN PRIOR TO END TOUR OF DUTY. Upon the request of an Operating Official and the Head of the employee's Career Service, the Deputy Director concerned, or the single senior officer to whom he has specifically delegated this authority, may, with the concurrence of the Director of Personnel, approve the return of an individual before he completes his tour of duty abroad when such return is in the Government interest. These authorities and responsibilities may not be otherwise redelegated. The circumstances and Government interest involved will be fully explained in writing by the Operating Official. (The grant of home leave to an employee returned before the end of his tour of duty is governed by [redacted])

f. PENALTIES for breach of a Service Abroad Agreement are given [redacted]

~~SECRET~~

MEMORANDUM FOR: Special Support Assistant/DDS

SUBJECT: Delegation of Authority

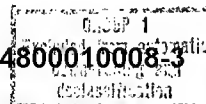
REFERENCE:

I hereby delegate to you, or in your absence to the Acting SSA-DD/S, authority to approve the return prior to end of tour abroad of Support Directorate careerists when such return is in the Government interest.

John W. Coffey
Deputy Director
for Support

Copies to:

- Director of Communications
- Director of Finance
- Director of Logistics
- Director of Medical Services
- Director of Personnel
- Director of Security
- Director of Training



28 April 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Request for Delegation of Authority

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3. Recommend you sign the attached delegation of authority which would be restricted to the SSA-DD/S, or in his absence, to the Acting SSA-DD/S.

Special Support Assistant/DDS

Atts

- a. Copy
- b. Delegation of Authority

SSA/DDS

CWC:vld (4-28-72)

Distribution: Orig & 1 - Addressee; 2 - SSA/DDS

for name

pls keep original
pink + yellow +
white w/ notes

pls send my handwritten
yellow w/ original to
SSA